

~~SECRET~~

~~FILED: Records~~
~~RETURN TO~~
RECORDS MANAGEMENT DIVISION

5 APR 1956

MEMORANDUM FOR: Chief, Management Staff

ATTENTION: Chief, Records Management Staff

SUBJECT: Current Vital Materials Deposit Schedule for the Office of Personnel

1. Based on the proposed Vital Materials Deposit Schedule which your Staff forwarded to this Office several months ago, extensive review and analysis has been undertaken by all Divisions and Staffs to determine whether the item listing could be modified to provide more extensive and meaningful coverage of Agency personnel operations.

2. The end product of this review has provided the attached schedule which reflects an increase in the quantity and type of record material presently forwarded to the CIA Repository under the provisions of the Vital Materials Program. Although future activity may cause further amendment of the schedule, the new item listing is considered adequate for existing day-to-day operations.

25X1A9a

3. If further information is needed, please contact Mr. [REDACTED], Records Control Officer, Office of Personnel, on extension 4353.

[REDACTED] 25X1A9a

Attachments

Executive Officer
Office of Personnel

~~SECRET~~

APR 6 1956